

## Downloading certificates

Launch a web browser and visit the MCCA/SkyPrep website at <http://missouri-coalition-of-childrens-agencies.skyprepapp.com/>

Missouri Coalition of Children's Agencies

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SIGN IN

PASSWORD?

Missouri Coalition of Children's Agencies

Please sign in.

Username (E-mail)

Password

Login

Powered by SkyPrep Learning Management System

Log in, using your nurse-admin account.

Click My Courses, in the top-left.

Missouri Coalition of Children's Agencies

missouri-coalition-of-childrens-agencies.skyprepapp.com/managers/my\_courses?mode=manager

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FEEDBACK

Manager

- My Dashboard
- My Groups
- My Courses
- My ILTs
- Courses
- Materials
- Assessments
- Learning Paths
- Instructor-Led Trainings

### Managed Courses

Show 25 entries

Course Name	Current
Pre-SkyPrep Certification	724
SAMPLE MCCA Med Cert Initial Course	3 use
SAMPLE MCCA Med Cert Renewal Course	1 use

Showing 1 to 3 of 3 entries

Under Managed Courses, click the name of the course you wish to download certificates for.

Note the list of students. Click the Edit Progress button for the student you wish to download certificates for.

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FEEDBACK

Switch Back to Admin Account

Joan DeArc

Managed Courses → SAMPLE MCCA Med Cert Initial Course

Show 25 entries

First Name	Last Name	Email	Course Progress	Date Started	Completion Date	Deadline Date	Expiration Date	User Report	Edit Progress	Unenroll
abeku	pearson	abeku.y.pearson@dss.mo.gov	Not Started	-	-	-	-			
Jazzy	Gassy	jmlarsky@gmail.com	Passed	2020-11-18	2020-11-24	-	2022-01-23			
John	Student	noemail@noemail.com	Passed	-	2020-10-16	-	2021-12-15			

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Latest Notifications

- [PASSED] Jazzy Gassy has passed the course 'SAMPLE MCCA Med Cert Initial Course'
- Jazzy Gassy has started the course 'SAMPLE MCCA Med Cert Initial Course'
- Jazzy Gassy's history was cleared for the course 'SAMPLE MCCA Med Cert Initial Course'
- [ENROLLED] abeku pearson was enrolled in the course 'SAMPLE MCCA Med Cert Initial Course'
- [PASSED] John Student has passed the course 'SAMPLE MCCA Med Cert Initial Course'

Click the Download Certificate link

Missouri Coalition of Children's Agencies

FEEDBACK

Switch Back to Admin Account

Joan DeArc

Course Name: SAMPLE MCCA Med Cert Initial Course

Course

Status: Passed

Completion Date: 24 Nov 2020

Certificate [Download certificate](#)

Override/Set Dates

Jazzy Gassy  
jmlarsky@gmail.com  
Course status: Passed

Clear course history

Course Item	Status	Attempt	Minimum Passing Grade	Results	Other
MCCA Main Med Cert Quiz - Details	Passed	Attempt - 1 2 attempts remaining.	80%	50 questions, 102 points	
Has this student completed all course requirements (check competencies) - Details	Passed	Attempt - 1 0 attempts remaining.	-	2 tasks	

